Creating a New imMTrax Record

imMTrax — Montana Immunization Information System

Using the "*manage client*" option, enter the **FULL** Last Name, First Name and Birth Date. Click *Find*. After processing the search, imMTrax will display an *Add* button.

Client Search Criteria

Last Name* smith	SSN __ - __ - __
First Name* john	Phone __ - __ - __
Birth Date* 01/01/1950	Chart#
Mother's First Name	imMTrax ID
Mother's Maiden Last	Organization ID
Medical Home Association	

Find

* Fields displayed in *italics* are required for adding new patients.

↓   ↓   ↓

Client Search Criteria

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Find

Add

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Possible Matches: 0

Last Name	First Name	Middle Name	imMTrax ID	Birth Date	Chart #	Mother's Maiden First	Mother's Maiden Last	Gender

No clients were found for the requested search criteria.

NOTE: Before creating a new record within imMTrax, conduct a broad search to identify any existing records.

imMTrax staff recommend the following two searches prior to proceeding with any new record creation:

1. Search using <u>only</u> the first three letters of the First and Last Name.
     (Ex: Smith, John → Smi, Joh)

2. Search using <u>only</u> the Birth Date.